SECTION 6. ADMINISTRATIVE PROCESSES

6.1 Automated Document Register. SPBS-R features an interactive automated Document Register. It is capable of internally assigning Document Numbers to all AØA, ZRF, ZRI, ZRL, ZRW, and ZRZ transactions. In addition, it allows the user to print an Active Trans History/Doc Register (PCN: ALV-511) and an Inactive Trans History/Doc Register (PCN: ALV-512). The Automated Document Register is associated with the Password.

NOTE 1:

a. Before a new Password can be added, the Document Register Number with its associated Document Register Series must be added. Select the Parameter File Update from the Administrative Processes Menu to add the Document Register Number and Series. More than one Password may be assigned the same Document Register Number and Series.

b. If a Document Register Number and its Series are deleted, all Passwords associated with it must also be deleted or a new one assigned.

c. Make sure that the last two positions of the Password are the same as the user's Document Register Number.

NOTE 2: After adding or changing a Password, the user must sign off the system and reenter using the assigned Password. This will activate the new User ID and Password and will give access to the Document Register Number and Series.

6.1.1 Automated Document Numbers. The Document Register Number and Series are determined by the user's Password. A user may have more than one Document Register they are authorized to use. To change Document Register, sign-off the system and sign back on with the Password and User ID for the new Document Register. When selecting the processing screen pertaining to one of the above mentioned DIC, the last Document Number assigned internally is displayed at the bottom of the screen. To use the next Document Number, leave the Document Number field blank. For example, if 8069-0001 is displayed at the bottom of the screen, the next number internally assigned is 8069-0002. Certain conditions require the use of a Document Number other than the number assigned internally. Examples are Total Package Fielding (TPF), a request submitted off-line on a prior date, and during conversion build (priority requisition submitted off-line during the cutoff period). This manual Document Number should not be one that has previously been used. It cannot exceed the automated Document Number displayed on the bottom of the AØA screen. Example: If Document Number 80470001 is displayed, a manually assigned number could be 80460021, provided that number was not used on 8046.

6.1.2 Document Number Parameter Update Process. To update the Parameters, the operator must have access to the Administrative Process. The Automated Document

Register feature uses multiple Document Register Numbers and an associated Document Number Series and operates on all SPBS-R systems. The Document Register Number and the last two positions of the user Password must be the same. The System Administrator or PBO must assign the Document Register Number and the associated Passwords; however, the Document Number Series is not activated until the user signs on with the Password.

a. The system is designed so that the Document Register Number and Document Number Series must be assigned before the Password can be assigned.

b. Users that access more than one Document Register Number will have more than one Password. Users with the same Document Register Number as the last two positions of their Password will access the same Document Register Number.

c. The Document Register Number may be assigned from 01 through ZZ.

d. The relationship between the Password and the Document Register Number and Document Register Series is depicted in the following chart:

Property Book Team 1

Document Register Number	Password	Document Number Series	Document Register Type or Use
01	Smit01	0001 - 0099	Non-Expendable Reg
01	Jone01	0001 - 0099	Non-Expendable Reg
01	Adam01	0001 - 0099	Non-Expendable Reg
04	Smit04	0100 - 0199	Expendable Reg
04	Jone04	0100 - 0199	Expendable Reg
04	Adam04	0100 - 0199	Expendable Reg
05	Smit05	1000 - 1100	POL
05	Jone05	1000 - 1100	POL
05	Adam05	1000 - 1100	POL

Property Book Team 2

Document Register Number	Password	Document Number Series	Document Register Type or Use
02	Roge02	0200 - 0299	Non-Expendable Reg
02	Kerm02	0200 - 0299	Non-Expendable Reg
02	Davi02	0200 - 0299	Non-Expendable Reg
06	Roge06	0300 - 0399	Expendable Reg
06	Kerm06	0300 - 0399	Expendable Reg
06	Davi06	0300 - 0399	Expendable Reg
07	Roge07	0400 - 0499	POL
07	Kerm07	0400 - 0499	POL
07	Davi07	0400 - 0499	POL

    e. The Document Register will be established from the Parameter Update Process. To establish a Document Register, do the following:

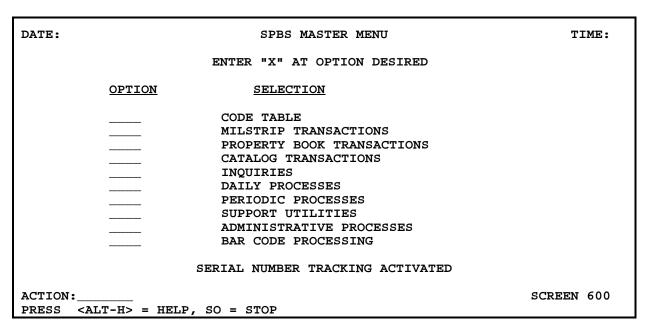   (1)   Access the system and obtain the SPBS Master Menu (figure 6.1-1).

```
┌─────────────────────────────────────────────────────────────────────────┐
│ DATE:                        SPBS MASTER MENU                     TIME:   │
│                                                                          │
│                      ENTER "X" AT OPTION DESIRED                         │
│                                                                          │
│          OPTION              SELECTION                                   │
│                                                                          │
│          _____         CODE TABLE                                       │
│          _____         MILSTRIP TRANSACTIONS                            │
│          _____         PROPERTY BOOK TRANSACTIONS                       │
│          _____         CATALOG TRANSACTIONS                             │
│          _____         INQUIRIES                                        │
│          _____         DAILY PROCESSES                                  │
│          _____         PERIODIC PROCESSES                               │
│          _____         SUPPORT UTILITIES                                │
│          _____         ADMINISTRATIVE PROCESSES                         │
│          _____         BAR CODE PROCESSING                              │
│                                                                          │
│                  SERIAL NUMBER TRACKING ACTIVATED                        │
│                                                                          │
│ ACTION:_____                                         SCREEN 600       │
│ PRESS   <ALT-H> = HELP, SO = STOP                                        │
└─────────────────────────────────────────────────────────────────────────┘
```

Figure 6.1-1. SPBS Master Menu with Serial Number Tracking Activated

(2)   Select Administrative Processes and press ENTER.   The Administrative Processes screen (figure 6.1-2) appears.

```
DATE:                      ADMINISTRATIVE PROCESSES                    TIME:

             TO START ENTER CHOICE BELOW AND PRESS ENTER

             PARAMETER FILE UPDATE......... _____

             SECURITY...................... _____

             THF/ABF/SNT FILES BALANCER.... _____

             PRINT DOCUMENT REGISTER LOG... _____

             BCF FILE BALANCER............. _____

             MANAGEMENT FILES LISTINGS..... _____


ACTION:_____                                               SCREEN 183
PRESS <ALT-H> = HELP, RETURN = PREVIOUS MENU, MENU = TOP MENU, SO = STOP
```

Figure 6.1-2. Administrative Processes

(3)   Select Parameter File Update and press ENTER. If the system is a VirtuOS multi-user, the Parameter File Update screen (figure 6.1-3) appears. Type "Y" and press ENTER or type "YES" to receive the Parameter Update Process screen (figure 6.1-4). If the user does not need to update the parameter at this time, type "N" and press ENTER, or type "NO" and the system will return to the Administrative Processes menu. If the system is not a VirtuOS multi-user system, this message will not be displayed.
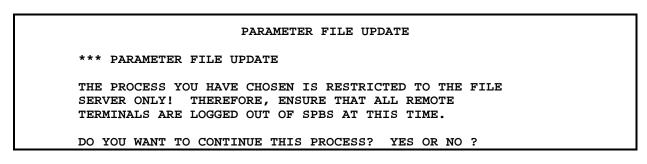
```
                    PARAMETER FILE UPDATE

  *** PARAMETER FILE UPDATE

  THE PROCESS YOU HAVE CHOSEN IS RESTRICTED TO THE FILE
  SERVER ONLY!  THEREFORE, ENSURE THAT ALL REMOTE
  TERMINALS ARE LOGGED OUT OF SPBS AT THIS TIME.

  DO YOU WANT TO CONTINUE THIS PROCESS?  YES OR NO ?
```

Figure 6.1-3. Parameter File Update (File Server)

```
┌─────────────────────────────────────────────────────────────────────┐
│ DATE:                    PARAMETER UPDATE PROCESS               TIME: │
│                                                                       │
│                       REGISTER #............AS                        │
│                                                                       │
│                       TYPE ACTION...........A                         │
│                                                                       │
│                       CURRENT JULIAN DATE....3281                     │
│                                                                       │
│                          NON EXPENDABLE ITEMS                         │
│                                                                       │
│  BEGINNING SEQUENCE.... 0000   ENDING SEQUENCE.... 0099  LAST USED.... 0000 │
│                                                                       │
│                                                                       │
│                            EXPENDABLE ITEMS                           │
│                                                                       │
│  BEGINNING SEQUENCE.... 0100   ENDING SEQUENCE.... 0199  LAST USED.... 0100 │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

Figure 6.1-4. Parameter Update Process Screen

f.   To add a Document Register.

(1)   In the Register Number field, enter the two alphanumeric characters you wish to assign to the register.

(2)   In the Type Action Code (TAC) field, enter A to add a register.

(3)   Validate the current Julian Date on the screen with the current date. If there is a discrepancy, enter the correct date.

(4) Press the TAB key, move to the Beginning Sequence field for Non-Expendable Items, and enter a number that is one less than the beginning Document Number Series. Press the TAB key, move to the Ending Sequence field, and enter the highest number to be used for that Document Number Series. Press the TAB key, move to the Last Used field, and enter the same number that is in the Beginning Sequence field. Press the TAB key, move to the Expendable Item line and repeat these steps to establish the Expendable Document Number Series for that Document Register Number. When all information has been entered, press ENTER, and the information will be written to the Parameter File.

Example: Beginning Sequence: 0000   Ending Sequence: 0099   Last Used: 0000

With this example, the first Document Number would be 0001.

NOTE 1: The Document Register Number must be assigned before the Password can be assigned for that Register. The Register Number will equate to the last two positions of the user's Password.

NOTE 2: When initially setting the Document Number range, the Beginning Sequence and Last Used numbers are the same. Use different ranges of numbers for expendable and nonexpendable Document Numbers. Make sure the current Julian Date appears. If Beginning Sequence is 0000 and Last Used is 0000, the next automated number assigned will be 0001.

NOTE 3: The Parameter File Update option must be run on the File Server. If the Parameter File option is selected at a remote terminal, the following message will appear "The Process selected cannot be executed from this terminal."

    g. To change a Document Register.

       (1) In the Register Number field, enter the number of the Document Register to be changed.

       (2) In the Type Action Code (TAC) field, enter C.

       (3) Press the TAB key, move to the field that requires changing, and make the change by typing in the correct or new information. When all changes have been made, press ENTER, and the change will be written to the file.

    h. To delete a Document Register Number.

       (1) In the Register Number field, enter the number of the Document Register Number you want to delete.

       (2) In the Type Action Code (TAC) field, enter D, press ENTER, and the Document Register Number field will be deleted.

NOTE: After deleting the Document Register Number, go to Security, Password Maintenance Menu, and delete all Passwords associated with it, or change them to a new Document Register Number.

6.2 THF/ABF Files Imbalance. A files imbalance exists if the due-in quantity for an LIN on the ABF is more or less than the established due-in quantity reflected on the THF. A files imbalance will also exist when Serial Numbers are recorded without a corresponding on-hand quantity. To correct the imbalance, run the THF/ABF/SNT Files Balancer Process. This process is under Administrative Processes. Only an authorized user can run this process. To run this process, do the following:

    a. Sign on to the system and enter the SPBS-R processes until the SPBS Master Menu appears as shown in figure 6.1-1.

b.   Place an "X" in the option column beside "Administrative Processes" and press ENTER. The Administrative Processes screen as shown in figure 6.1-2 appears.

c.   Place an "X" by the "THF/ABF/SNT Files Balancer" option and press ENTER.

6.2.1 Processing Logic. When the THF/ABF/SNT Files Balancer Process begins, the system will reorganize the THF and ABF. It will copy all open transactions in the THF into a temporary holding file. These are transactions that contain an established due-in quantity. The system compares the ABF and THF records to find matches by UIC, LIN, and PBIC. If the due-in quantity recorded on the ABF does not match the due-in quantity on the THF, the process will change the ABF to match the THF. If the ABF has no record of a due-in on the THF, the system builds a skeleton ABF record to show the UIC, LIN, PBIC, and due-in quantity, and assigns a TAC 8 (unauthorized). At the completion of this process, a Master Files Imbalance/Adjustment Listing, PCN: ALV-895, is printed.

6.2.2 Listing Entries. If the ABF shows a due-in quantity and there is no THF due-in quantity, the system zeroes the ABF due-in and writes it to the ALV-895 report.   The system will write Serial Number records with no matching quantity to the ALV-895 report. If no out-of-balance condition exists, the system will produce a negative report. Review PCN: ALV-895 for possible corrective action and destroy when no longer needed.

6.3 BCF File Balancer. A files imbalance exists when Bar Coding is activated and the following conditions exist:

a.   When the BCF has a Bar Code Number (BCN) greater than the number recorded in the BCNCDTBL Code Table.

b.   For items NOT requiring Serial Number accountability (SRRC N), when an ABF on-hand quantity record (for an item NOT EXEMPT from Bar Coding) exists without a BCF record or when a BCF record exists without an ABF on-hand quantity record.

c.   For items requiring Serial Number accountability (SRRC A, B, C, R, S, T, or W), when there are more or less BCNs on the BCF than there are Serial Numbers recorded on the ABF.

d.   For items that are individually Bar Code managed (SRRCI), when there are more or less BCNs on the BCF than the quantity recorded on the ABF on-hand quantity record.

e.   When the Type Management Code on the BCF does not equal the SRRC value recorded in the Bar Code Indicator field of the ABF.

6.4 Management Files Listings. This option allows the users to print Management Files Listings used to validate the Property Book.

  a. Select the Unit File Listing and press ENTER. The system will automatically print the Unit File Listing, PCN: ALV-897. This listing is in UIC sequence and depicts all Unit Activities/Section (UIC) hand receipts account numbers information on the Unit File. See appendix F for PCN information.

  b. Select the SUBUIC Assignment File Listing and press ENTER. The system will automatically print the SUBUIC File listing, PCN: ALV-898. This listing depicts all SUBUIC and TDA paragraphs number assigned on the SUBUIC File. See appendix F for PCN information.

  c. Select the Code Table File Listing and press ENTER.   The system will automatically print the Code Table File Listing, PCN: ALV-896. This listing depicts all Code Table and values on the Code Table File. See appendix F for PCN information.

```
 DATE:                        MANAGEMENT FILES LISTINGS MENU                TIME:

                           ENTER 'X' AT OPTION DESIRED

                    OPTION              SELECTION
                    ------     ------------------------------

                               UNIT FILE LISTING

                               SUBUIC ASSIGNMENT FILE LISTING

                               CODE TABLE FILE LISTING


 ACTION:                                                           SCREEN 185
 PRESS <ALT-H> = HELP,  RETURN = PREVIOUS MENU,  MENU = TOP MENU,  SO = STOP
```

Figure 6.1-5. Management Files Listings Menu